



Kentucky Department for Libraries and Archives  
Local Records Program

## Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch  
Kentucky Department for Libraries and Archives  
P.O. Box 537  
Frankfort, Kentucky 40602-0537

### Part A: Contact Information

Applicant Name: Renee Shepherd

Applicant Title: Magoffin County Clerk

Office Address: 42 East Maple Street, P.O. Box 1535  
Salysersville, KY 41465

Phone Number: (606) 349-2216

Email Address: renee.shepherd@ky.gov

Federal ID Number: 61-0998205

### Part B: Project Summary

Total Funds Requested: \$ 27,426.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The office of the Magoffin County Clerk is seeking funding for server upgrades, backup server upgrades and for a new document Scanner.

Our server is having multiple issues due to age and must be upgraded before it crashes. This is our indexing and imaging system.

---

---

---

---

---



Kentucky Department for Libraries and Archives  
Local Records Program

**Plan of Work**

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

**Section 1**

Vendor Name: DRMS

Vendor Address: P.O. Box 7256  
Paducah, KY 42002

Vendor Phone and Email: (270) 443-4510 ben.gurrola@drmsusa.net

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒  
(Select all that apply)

Records	Date	Series	Cost
New server, scanner, software, and licenses for Deed Room			\$27,426.00
Public access to land, etc., records.			
Diazo Cost for <u>NA</u> Copies		NA	
Quality Control (Add 12.5% of the microfilming cost)		NA	
Total Cost			\$27,426.00

**Section 2**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐  
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	N/A	N/A	\$9,040
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

**\*\*Please Attach Additional Sections, if needed.\*\***



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Commitment of Local Government:**

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

This office regularly disposes of records based on the current records retention schedules. All staff are aware of

the retention schedules and have been trained by KDLA staff regarding records management. We will provide access

to the vender for this upgrade and any other help we can provide.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives  
Local Records Program

**Part C: Project Outcomes**

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Upgrading our indexing and imaging system will ensure that all of our digital records are accessible to the public.

Upgrading our document scanner ensures that as permanent records are recorded we can create electronic indexes

and scan the recorded documents into the system and link them to the index. Upgrading our servers will prevent a

system failure which would cause major inconvenience to the public and might cause a loss of indexes and images.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: \_\_\_\_\_

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐  
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

---

---

---

---

---



Kentucky Department for Libraries and Archives  
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

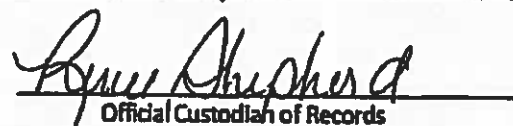
Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

  
Authorized Local Government Official

Matthew W. Warrick  
Typed or Printed Name and Title

2-25-19  
Date

  
Official Custodian of Records

Renee Shepherd  
Typed or Printed Name and Title

2-25-19  
Date



42 East Maple Street  
P. O. Box 1535  
Salyersville, KY 41465

**Renee Arnett Shepherd**  
Magoffin County Clerk

Phone (606) 349-2216  
(606) 349-6194  
Fax (606) 349-2328

### **INVITATION FOR BID PROPOSAL**

The Office of the Magoffin County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

#### **Special Conditions: Attachment A**

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY2019 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 11, 2019 to be considered.

Renee Shepherd, Clerk Renee Shepherd  
Signature/Title Printed Name

2-27-19  
Date

## **Magoffin County Clerk**

---

**February 10, 2019**

### **Section I**

**The Magoffin County Clerk is seeking bids for server upgrade (tower configuration), backup server and one (1) scanner. Equipment must be compatible with the current imaging, indexing and tax systems (Data Records Management Services, Inc.).**

**Bids must include all charges/costs: Hardware, software, licensing, shipping, handling, delivery, installation, labor, setup, etc.**

**Note: It is the sole responsibility of the prospective bidder to evaluate technology needs (on-site) based on operational and customer needs, as well as current technology requirements and specifications. Winning bidder must work with current technology vender(s) to ensure adequate and appropriate conditions exist for equipment upgrades. All other aspects of this bid not explicitly expressed in these specifications must be included and addressed by bidder.**

**Bids must be returned to this office by March 11, 2019**

**IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.**

**To coordinate an on-site evaluation and/or if you have any questions, please contact:**

**Renee Shepherd  
Magoffin County Clerk  
P.O. Box 1535  
Salyersville, KY 41465  
Phone: (606) 349-2216  
Email: [renee.shepherd@ky.gov](mailto:renee.shepherd@ky.gov)**



Honorable Renee Arnett Shepherd  
Magoffin County Clerk  
457 Parkway Dr.  
Salyersville, KY 41465

Dear Renee,

Thank you for your consideration for your upcoming project. We have attached our revised proposal for the new Server and Scanner for your office. I adjusted the former specifications to include 5 years warranty on the server as well as 5 years of Shadow protect. This will allow you to keep the integrity of the information on your server free from external threats. If you have any questions, please do not hesitate to ask.

Respectfully,

Ben Gurrola  
Data Records Management Services, LLC

P O Box 7256  
Paducah, KY 42002-7256  
Voice: 270-443-4510 Fax: 270-443-1255





### HARDWARE

The following hardware is specific to the DRMS installation and the configuration that is spec's must meet these minimum standards.

PowerEdge T440 Server

Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration

Intel Xeon Gold 5118 2.3G, 12C/24T, 10.4GT/s

Heat Sink for Less = 150W

2666MT/s RDIMMs

PERC H730P RAID Controller, 2GB NV Cache, Adapter, Full Height

DVD ROM, SATA, Internal

Dual, Hot-plug, Redundant Power Supply (1+1), 750W

Performance BIOS Settings

UEFI BIOS Boot Mode with GPT Partition

ProSupport: Next Business Day Onsite Service After Problem Diagnosis, 5 Years

16GB RDIMM, 2666MT/s, Dual Rank

1.2TB 10K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive, 3.5in HYB CARR

NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America

MS SQL Server (\$1,700.00) formerly as part of the server but now is required as an additional purchase from Dell.

Sub-total \$9,392.00

High Rely Computer Backup for Server (NAS) with 5 year warranty

\$2,968.00

Server Battery Backup

\$275.00

Panasonic KV-S2087 Scanner with warranty

\$2,990.00

Epson Receipt and lodging printer

\$675.00

Windows Pro 10 License 1

\$140.00

MS Server 2016 Standard License 1

\$900.00

MS Server Unit Client Access License (CAL)

\$296.00

Shadow Protect (12 months)

\$708.00 X 5 years = \$3,540.00

Sub-Total \$11,784.00

P O Box 7256

Paducah, KY 42002-7256

Voice: 270-443-4510 Fax: 270-443-1255



Professional services: for server loading and balancing, software installation, data migration, server configuration, installation, re-network to new server all PC's, printers, new scanner and all hardware peripherals. Includes training on new upgraded software. 50 hrs @ \$125.00 per hour = \$6,250.00

Total project cost for a new server with the above spec's, High Rely Backup for server (NAS) and requested scanner with all required Microsoft licenses. Clerk will be responsible for monthly cost support cost adjustment of \$150 beginning the following month after installation.

**Total Project Cost: \$27,426.00**

**Billing Terms:**

Data Records Management Services will invoice when project is complete. Terms are payable immediately at the end of the project.

Acceptance: Your acceptance of this proposal constitutes our entire agreement.

\_\_\_\_\_  
Client Signature  
Magoffin County Clerk

\_\_\_\_\_  
Date

P O Box 7256  
Paducah, KY 42002-7256  
Voice: 270-443-4510 Fax: 270-443-1255



## **Business Information Systems**

**February 27<sup>th</sup>, 2019**

**Magoffin County Clerk's Office  
42 East Maple St.  
P.O. Box 1535  
Salyersville, KY 41465**

**To Whom It May Concern:**

**Thank you so much for the opportunity to bid on the server upgrade (tower configuration), backup server and one (1) scanner for the Kentucky Local Records Program grant. We appreciate your business and are pleased that you considered us for this important project. Unfortunately we are unable to submit a bid at the current time.**

**We are very interested in future business opportunities with your organization. Please keep us informed of future projects for which our business solutions are suited. Feel free to contact us should you have any questions or comments.**

**Kind Regards,**

**Jeremy Dulgar  
Solutions Consultant  
Business Information Systems  
P: (423) 534-6929  
E-mail: [jeremy.dulgar@bisonline.com](mailto:jeremy.dulgar@bisonline.com)**

**Courthouse Computer Systems**

**P.O. Box 9393  
Chapel Hill, NC 27515**

3./11/19

Renee Shepherd  
Magoffin County Clerk  
Salyersville, KY 41465

Dear Renee

Thank you for allowing us to submit a bid but we will not be bidding.

Thanks,

Chuck Roederer